

Weekly SWAM Activities Report

Week of: _____

Agency/Institution Name: _____

Agency/Institution Head: _____ Cell Phone Number: _____

Secretariat: _____ Agency Number: _____

Quarterly Expenditure History (Last Two Fiscal Quarters)

Quarter	Total Quarterly Expenditures	Total Expenditures MBE Suppliers		Total Expenditures WBE Suppliers		Total Expenditures SBE Suppliers	
		Amount	%	Amount	%	Amount	%

▪ **AGENCY SWAM ACTIVITIES:**

(trade/diversity forums, contacts with potential WBE/MBE vendors, contacts with DMBE for assistance, etc.)

▪ **UPCOMING PROCUREMENT OPPORTUNITIES (6 months, Prime & Sub, New & Existing):**

Reported by: _____ Telephone: _____ Date: _____

E-mail address: _____

Submit this report weekly to your respective Cabinet Secretary